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DELIVERABLE INFORMATION	
TYPE OF DELIVERABLE:	☒ Payable ☐ Non-Payable
CONTRACTOR:	Xerox
PROJECT NAME:	BOS
DELIVERABLE #:	5.4.3.6
DELIVERABLE TITLE:	Semi-Monthly Status Report Meeting Minutes (7 of 34)
DUE DATE PER CONTRACT:	N/A

DELIVERABLE SUBMISSION AND REVIEW HISTORY			
Deliverable Submission #	**Date and Time Received From Contractor**	**Date Returned to Contractor**	**Notes / Comments**
1	12/20/12		
2		12/27/12	State Accepts Semi-Monthly Status Report Meeting Minutes (7 of 34)

STATE FINAL APPROVAL AND ACCEPTANCE OF DELIVERABLE		
APPROVED BY:	**SIGNATURE**	**DATE**
Agency IT Lead:		
Agency Project Manager:	*[signature]*	12/27/12

Distribution	Original: Project Office - Agency Contract Monitor
	Copies: Contractor

Exchange Documentation and Finance Use

☐	Scan Deliverable Acceptance Form & Deliverable Document into single document (naming convention is deliverable # and document name)
☐	E-mail above scan to Xerox Team (Bill DeLange-bill.delange@xerox.com and Michelle Lashley- michelle.lashley@xerox.com)
☐	Validate Cost; Post to Contract Log
☐	RCVD Invoice and Process Payment (contact: Karen Robinson-karen.robinson@xerox.com)
☐	Update online CALT and Exchange CALT File (If Applicable)

Nevada Exchange Project Status Meeting Minutes

Meeting Called By: Shawna DeRousse		Date: 12/14/12	Starting Time: 8:30am	Ending Time: 10:30 am
Meeting Place / Call-in: Plaza Hotel (877-402-9753, Access Code: 2459998)				

Facilitator: Shawna DeRousse Record Keeper: Amanda Hutchinson Timekeeper: N/A	Attendees:
	☑ Shawna DeRousse ☑ Bill DeLange ☑ Jon Hager ☑ Michelle Lashley ☑ George McNeil ☑ Shane Gruchow ☑ CJ Bawden ☑ Jeff Drewes ☑ Nova Murray ☑ Matt Benton ☑ Pauline Palmer ☐ David Stewart ☐ Laurie Thornton ☑ Anthony Montero ☐ John Taft ☑ Amanda Hutchinson ☑ Craig Grivette ☑ Sophia May Dzelamonyuy ☑ Imran Moin ☑ Adam Roye

Agenda

Time	Agenda Topic	Discussion Leader	Discussion Points
8:30 – 8:35	Review and Approval of Previous Meeting Minutes	Michelle Lashley	• Michelle started the meeting at 8:32am
8:05 – 9:00	Project Status	Xerox Team Leads	***1. PMO*** • Michelle noted Carson City lease is signed. Bill elaborated on a date of 1/21/2013 due to build out requirements. Bill is pushing to be able to move in sooner. Bill noted there are two sites being considered in Las Vegas, and that the facility team will have an update on Tuesday (12/18/12). The team is looking at the west location due to various factors. • Michelle noted that the first contract amendment was in progress, with updates to Attachment CC being submitted to the Exchange last week. Shawna noted no concerns. Shawna also noted that Cari sent the

Time	Agenda Topic	Discussion Leader	Discussion Points
			Exchange's deliverables tracking sheet to the Xerox team, and asked if it was helpful. Michelle confirmed that the tracking sheet was helpful, and that the Xerox response had been provided to Cari just before the meeting started.
			• Michelle noted that feedback from the Exchange had been incorporated into the Change Management Plan. Michelle noted that there were only two PMP chapters/plans remaining to be approved. Shawna and Michelle discussing having Xerox invoice the PMP in sections.
			• Shawna noted that she received Imran's revisions for Blueprint memo #9, and that she has forwarded them to CMS. She also noted that she updated to overall Blueprint package. Shawna stated that the Exchange and Xerox Team should be able to populate some of the upcoming gate review memos with information from the previous memos. Shawna noted that there would be a gate review in January, and that it would be more of a status review. Matt asked if CMS had approved the proposed approach, and Shawna confirmed that they had. She also noted that CMS appreciates the detail that the Exchange has provided so far via the memos. Shawna noted that CMS has not provided any substantive comments or questions.
			2. Requirements
			• Matt noted that the team had completed Release A RACS, and that the team has been moving forward in developing the RSD and RTM. These two deliverables are planned to be submitted to the Exchange by 12/21/12.
			• Anthony noted that the RSD would be a very large document (300+ pages), with the bulk of the content being in the user stories. For review purposes, Anthony and Matt discussed the benefit of providing the Exchange "chapters" of the RSD as individual files. This would allow the Exchange to assigned reviewers by chapter. This approach would also make updating the RSD with feedback and managing version control easier. Shawna asked if the documents would ever be whole or post to CALT as separate; Matt noted could combine as one PDF to be submitted to CALT. Jon noted splitting up the document would be easiest and asked for a spreadsheet with the files so they can track review. **ACTION ITEM: Anthony to develop a tracking sheet in Excel.**
			• Shawna asked about the review timeframe, since the review period is normally 5 days. Matt noted that the Requirements Team wished to provide more time; thus, the deliverable is being submitted 12/21/12, but

Time	Agenda Topic	Discussion Leader	Discussion Points
			the walkthrough will be scheduled for 1/3/13. Jon asked about sending sections back as comments are done instead of waiting until all review is complete; Matt and Anthony agreed. Michelle asked that a full set of comments be provided by section, rather than staggered; they agreed with this approach. Pauline noted that IV&V comments may need to back tracking as new sections are reviewed. Jon noted that the Exchange will address this as comments come up.
			• Matt noted that the team would need to develop an approach to tracking the differences in the RSD between the Releases, since each release should build on the previous. George confirmed the Exchange should review the areas changed. Jon asked that the Xerox Team point out what has changed so they know what to review from A. **ACTION ITEM: Matt and Anthony to determine how best to do "track changes" in future versions of the RSD.**
			• Matt noted team is preparing for Release B, starting on the process flows. The first session is planned for 01/08/2013. Jon noted Board of Examiners on 01/08/2013 from 10-12, and that the meeting could not be moved. Anthony agreed to change to the 1/8/2013 meeting to the 4 hours in the afternoon.
			• Shawna asked if Wednesday afternoon meetings are still occurring. Jeff and George noted that they were still held, as needed. George noted that January meetings were pending, but on the schedule. They will be cancelled if not needed.
			• Shawna stated that she will book the Plaza conference center on Tuesday, Wednesday, and Thursday until new building is ready. George noted we should pay attention to suite numbers going forward, since some of the Plaza meetings would be held at a different location in the Plaza.
			• Shawna will send email to Michelle of the Exchange's meetings to be loaded in to SharePoint. **ACTION ITEM: Michelle to update Exchange meetings in SharePoint.**
			3. *Configuration & Infrastructure*
			• Still moving forward on VPN.
			• George noted that this has progressed forward and is now at OIS for approval. He should have something for next week.
			• Jeff noted that the Xerox Team is still waiting for a date on the telephone

			company.
			• George needs dates so he can schedule.
			• Jeff noted development software and virtual machines are stood up in Orange. As soon as networking in place can move forward with test.
			• Jeff noted integration testing should start in the March timeframe.
			• Jeff noted for the BOS configuration, a lot of input into RSD for user stories.
			• Jeff noted whatever is sent to carriers they want to see.
			• George noted an update was sent last night stating we will not be tasking Deloitte with anything. XEROX will use DWSS network to drop 834's in the inbox. If the insurance company decides to bill individually, if the person terminates from carrier, the carrier must send us the 834 to terminate.
			• Shawna asked how that is different from current requirement to reconcile with the carrier every month. George said he's not sure it is. Just depends on whether they're behind on billing. Need to make sure we cover ourselves.
			• Jeff noted continuing on path to NOMAD's, tentatively have meeting scheduled on Tuesday for technical team to come up with the right approach.
			• George asked if it would be helpful for him to sit in on. Jeff noted he will send to George.
			• Jeff noted hosting environment DED should be turned around on Monday. Working on Date Recovery Retention Plan and will be sending to internal QA and to Exchange next week. Asked if a walkthrough is needed on DED.
			• Shawna asked about the list that was supposed to be sent on the documents we felt a walkthrough was needed. **ACTION ITEM – MICHELLE TO PROVIDE A LIST TO SHAWNA.**
			• Jeff noted Hosting Environment Plan will be worked on over the holidays and deliver on 1/7.
			• Jeff noted warehouse and reporting creating reports for demo in early January as part of the RACS.
			• George noted NLPS turnaround should be around 10 days.

Time	Agenda Topic	Discussion Leader	Discussion Points
			4. Implementation
			• Matt noted that the Implementation Plan DED was submitted, and that feedback was received. The updated DED had also been resubmitted just after the cut-off date for the status report.
			• Matt noted the team has been working on building out the Implementation Plan based on what is currently known. The team is working on developing the readiness checklists. The team may set up some meetings in January with Exchange and DWSS to validate the open questions related to business process and training-related implementation activities. Matt noted that the Release B RACS will likely identify additional questions around business processes.
9:00 – 10:00	Change Control Process for Review	Xerox Team	• Matt walked through the Change Management process at a high level and discussed the purpose of the process. He also walked through an example of a change control item.
			• Jon asked that the process map be updated to reflect that items can be resubmitted (e.g., add an arrow from step 4 to 1).
			• Shawna asked if the team needed to add a step or decision box regarding whether the change was part of a pool of development hours vs. a contract change. Jon agreed. George suggested a costing pool.
			• Pauline raised a question about step #3; Matt will add clarifying language.
			• George noted may reject after 9 more than 3, covered in Step 12.
			• Bill noted in Step 2, may want to address priority.
			• Matt walked through SharePoint.
			• Matt noted more analysis to be done on the changes currently populated in SharePoint.
			• Michelle noted Choice is actively going through them, moving forward next week in hopes the process will become fully active in these meetings and breakouts as needed started in January.
			• Anthony asked how changes will be communicated. Matt noted alerts will go out to appropriate parties so that RTM can be updated as needed.
			• **ACTION ITEM – MATT TO UPDATE CHANGES TO PROCESS**
10:00 – 10:15	Action Items (new and outstanding)	Michelle Lashley	• Detailed below

Time	Agenda Topic	Discussion Leader	Discussion Points
10:15 – 10:20	Calendar/Upcoming Meetings	Michelle Lashley	• Michelle walked through what's upcoming. • Jon asked for two month view moving forward (a month out at least from date of meeting). **ACTION ITEM – MICHELLE TO INCLUDE**
10:20 – 10:25	Next Meeting	Shawna DeRousse	• January 3rd, move to Friday's going forward.
10:20 – 10:25	Other Business	Bill Delange	•
10:25 – 10:30	Wrap-up	Michelle Lashley	• Meeting ended at 10:13am.

Action Items

#	Action Item	Assigned to	Date Opened	Due Date	Status	Notes
1.	Provide the final background check instruction package to the Xerox Team once it is approved.	Shawna	9/19/12		Open	Shawna noted just finishing. Jon had a few changes so need to update, much closer now.
2.	Schedule discussion to review the Risk/Issue Management Plan and related processes and tools.	Michelle	11/16/12		In Process	Still confusion around Risks/Issues. DWSS/Deloitte not following the way the plan is written. Shawna will resend the logs. Pauline noted risk assessments aren't actually happening due to speed of project and it's working well for them. Matt recommends meeting with DWSS, Deloitte PM, and Exchange to review process and adapt ours to mirror. **ACTION ITEM – SHAWNA TO SET UP**
3.	Determine how risks/issues from the HCR EE project will be provided to the Xerox team.	Shawna	11/16/12		In Process	
4.	Request detailed risk/issue log from HCR EE and provide to Xerox	Shawna	11/16/12		In Process	Shawna noted she has sent this. Michelle will check.

Key Decisions

#	Decision	Description
1.		
2.		

Semi-Monthly Status Report

Overall Status		
Green = On Target	Yellow = At Risk	Red = Corrective Action Required

1. PMO

Project: **PMO**	Reporting Period: **12/01/2012 to 12/15/2012**	**Overall Status**
Lead: **Michelle Lashley**	Planned Finish: **TBD**	**G**

Accomplishments This Period – 12/01/2012 to 12/15/2012

1. **Resource Management**
   a. Carson City location lease signed. Build out for move in during January is underway.

2. **Project Schedule**
   a. Submitted revised Detailed Project Plan Narrative 12/06/2012
   b. Submitted revised Attachment CC 12/06/2012

3. **Project Management Plan/Processes**
   a. Submitted Hosting Environment Plan: DED 12/04/2012
   a. Submitted Change Management Plan 12/06/2012
   b. Submitted revised Records Management Plan 12/06/2012
   c. Submitted revised Communications Management Plan 12/10/2012
   b. Submitted revised Schedule (Time) Management Plan 12/12/2012
   c. Submitted revised Change Management Plan 12/13/2012

4. **Reporting/Project Tools/Templates**
   a. Submitted meeting minutes for the Semi-Monthly Project Status Meeting 12/05/2012

Planned Activities for Next Period – 12/16/2012 to 12/31/2012

1. **Resource Management**
   a. Continue to secure additional candidates and review resumes

2. **Project Schedule**
   a. Continue bi-weekly Xerox Team Project Schedule review and update process

3. **Project Management Plan/Processes**
   a. Submit Risk and Issue Management Plan for review/approval
   b. Submit revised Cost Management Plan for review/approval

1. **Reporting/Project Tools/Templates**
   a. Continue inputs of action items, calendar, deliverables, and artifacts to SharePoint site

Schedule

Overall Schedule Status	G		
Milestones	Due Date	% Comp	Status
1. DELIVERABLE: PMP-Risk Management Plan Submission	12//12	70%	G
2. DELIVERABLE: PMP-Change Management Plan Submission	11/30/12	100%	G
3. DELIVERABLE: PMP-Training Plan	TBD	TBD	Y

Risks/Issues

Overall Risk/Issue Status	G		
Risk/Issue	Due Date	Owner	Status
Issues			
1. None			
Risks			
1. **Cultural Change Management**: The amount of required changes required for State systems, business processes, and staff over which the Exchange has limited influence.	TBD	TBD	Y

Action Items

Item	Due Date	Owner	Status
1. Provide the final background check instruction package to the Xerox Team once it is approved.	10/04/12	Shawna	In Process
2. Schedule discussion to review the Risk/Issue	11/16/12	Michelle	In Process

Items for Discussion

Item	Notes	Opened Date
1. None		

	Management Plan and related processes and tools.			
3.	Determine how risks/issues from the HCR EE project will be provided to the Xerox team.	11/16/12	Shawna	In Process
4.	Request detailed risk/issue log from HCR EE and provide to Xerox	11/16/12	Shawna	In Process

2. Requirements

Project:	**Requirements**	Reporting Period:	**12/01/2012 to 12/15/2012**	**Overall Status**
Lead:	**Anthony Montero**	Planned Finish:	**TBD**	**G**

Accomplishments This Period – 12/01/2012 to 12/15/2012

1. **Requirements Validation Review (RVR)**
   a. Received final approval of RVR deliverable

2. **Requirements Specification Deliverable (RSD)**
   a. Received additional feedback on RSD DED
   b. Re-submitted DED for final approval
   c. Reordered user stories to based on feedback from development team
   d. Continued authoring RSD deliverable
   e. Compiled information from RACS sessions and process mapping activities for inclusion in RSD deliverable
   f. Developed drafts of RSD deliverable.

3. **Requirements Traceability Matrix (RTM)**
   a. Populated DOORS with baseline requirements
   b. Updated DOORS with requirement attributes and other detail
   c. Developed draft sections of RTM deliverable

4. **Requirement and Configuration Sessions (RACS)**
   a. Completed Release A sessions
   b. Began developing plan for Release B RACS
   c. Continued developing process flows for Release B RACS
   d. Began preparing materials for Release B RACS

Planned Activities for Next Period – 12/16/2012 to 12/31/2012

1. **Requirements Validation Review (RVR)**
   a. Review RVR-identified requirement changes as part of the change control process

2. **Requirements Specification Deliverable (RSD)**
   a. Continue development of the RSD deliverable for Release A
   b. Incorporate interface requirements and specifications
   c. Conduct internal review of all user stories and interface documentation
   d. Submit Release A RSD deliverable to Exchange

3. **Requirements Traceability Matrix (RTM)**
   a. Prepare RTM deliverable for submission to Exchange
   b. Conduct Quality review of RTM deliverable
   c. Submit Release A RTM deliverable to Exchange

4. **Requirement and Configuration Sessions (RACS)**
   a. Continue preparing for Release B RACS
   b. Schedule initial Release B RACS (1st scheduled for 1/8)

Schedule

Overall Schedule Status | **G**

Milestones	Due Date	% Comp	Status
1. Release A RACS Completed	1/2/13	100%	G
2. DED: Requirement Specification Deliverable Submitted	11/21/12	100%	G
3. DELIVERABLE: Requirement Specification Deliverable for Release A Submitted	1/2/13	30%	G
4. DELIVERABLE: RTM for Release A Submitted	1/2/13	30%	G

Risks/Issues

Overall Risk/Issue Status | **G**

Risk/Issue	Due Date	Owner	Status
Issues			
1. None			
Risks			
1. **Change Control:** Not all requirements were provided in the guidance from CMS.	TBD	TBD	Y

Action Items

Item	Due Date	Owner	Status
1. None			

Items for Discussion

Item	Notes	Opened Date
1. Approach to the Change Management process for requirement changes identified in the RVR	To be addressed in 12/14/12 Steering Meeting	11/1/12

3. Configuration & Infrastructure

Project:	**Configuration & Infrastructure**	Reporting Period:	**12/01/2012 to 12/15/2012**	**Overall Status**
Lead:	**Ronny Neira & Jeff Drewes**	Planned Finish:	**TBD**	**G**

Accomplishments This Period – 12/01/2012 to 12/15/2012

1. **Infrastructure Planning**
   a. Working on scheduling VPN tunnel between CHOICE and Nevada – Network Admins
   a. Had the Hosting Environment Plan DED walk through.
   b. Working on final scheduling of circuits into Nevada.
   c. Development environments should be in place end of this week

2. **BOS Configuration Planning**
   a. Business Requirements documentation under development.
   b. Planning and executing breakdown of Epics & user stories.
   c. User story mapping for Release A requirements/RTM under development.
   d. Configuration planning (RACs) for Release B work continues.
   e. VPN tunneling solution under development with team.
   f. Identification of ACA required reports continues to be underway.

3. **Technical & Interface Planning Management**
   a. Continued reconciling BOS data entities and attributes to NOMADS.
   b. Completed and submitted the RSD- Interfaces requirements.
   c. Received NDAs from KBA vendors and passed them up to PMO for Knowledge Based Authentication suitability within the solution.
   d. Hosting DED review with client completed.

4. **Data Warehouse & Reporting**
   a. Conducted internal reporting planning meeting for RAC sessions.
   b. Release B RAC Session planning and development. Use Case template for reporting submitted to requirements team.

Planned Activities for Next Period – 12/16/2012 to 12/31/2012

1. **Infrastructure Planning**
   a. Continue working on the Hosting Environment Plan
   b. Continue coordination with the State for network connectivity
   c. Plan activities for initial deployment for development/test
   d. Establish a VPN tunnel between NV Silvernet and Choice network.
   e. Identify the schedule for circuits for installation in Nevada.

2. **BOS Configuration Planning**
   a. Continue breaking down Epic stories to manageable features and functions..
   b. Continue planning and development of Release B RAC Sessions.
   c. Define & scope Change Control items.
   d. Continue working on ACA required reports.
   e. Continue work on Configuration Management Plan
   f. Continue work on Release Management Plan

4. **Technical & Interface Planning & Management**
   a. Conduct weekly Technical meetings
   b. Hold meetings with DWSS/ Deloitte teams to discern sync processes needed with NOMADS
   c. Plan & prepare for Technical RAC sessions.
   d. Continue reconciling BOS data entities and attributes to NOMADS.
   e. Start compilation of the DSD- Interfaces requirements.
   f. Continue development & management of Sec Mgmt. Plan, Configuration, Release Mgmt., and DRRP plans.
   g. Begin filling out interface forms for identified BOS <-> NOMADS interfaces.
   h. Complete a roundtrip POC web service call from CHOICE to DWSS

5. **Data Warehouse & Reporting**
   a. Continue RAC Session planning for reporting & DW.
   b. Continue drafting ACA reporting requirements.

Schedule

Overall Schedule Status	G		
Milestones	*Due Date*	*% Comp*	*Status*
1. DED: Data Recovery and Retention Management Plan	12/13/12	50%	**G**
2.			**G**

Risks/Issues

Overall Risk/Issue Status	G		
Risk/Issue	*Due Date*	*Owner*	*Status*
Issues			
1.			

Schedule			
3.			**G**

Risks/Issues			
Risks			
1. **External System Availability:** External systems, such as the CCIIO Hub, the HCR Eligibility Engine, and other state systems may not be ready in time to interface with the BOS solution.	TBD	TBD	**Y**
2. **Readiness of State Systems:** Readiness of State systems (HCR Eligibility Engine, AMPS, NOMADS) to support implementation of the interfaces with the BOS.	TBD	TBD	**Y**

Action Items			
Item	*Due Date*	*Owner*	*Status*
1. Initial POC working	12/15/2012	Jon N	**In Process**
2.			

Items for Discussion		
Item	*Notes*	*Opened Date*
1. None		
2.		

4. Implementation

Project:	**Implementation**		Reporting Period:	**12/01/2012 to 12/15/2012**	
Lead:	**Matt Benton**		Planned Finish:	**TBD**	

Overall Status
G

Accomplishments This Period – 12/01/2012 to 12/15/2012

1. **Implementation Planning**
   a. Received feedback from Exchange on Implementation Plan DED
   b. Began developing initial draft of implementation readiness checklist
   c. Updated high-level implementation roadmap
   d. Continued additional Xerox team conversation regarding go-live dates and other implementation-related activities.

2. **Gate Reviews**
   a. Updated Gate Review Dashboard/Deliverable checklist
      -

Planned Activities for Next Period – 12/16/2012 to 12/31/2012

1. **Implementation Planning**
   a. Updated Implementation Plan DED based on Exchange Feedback
   b. Continue drafting the implementation plan
   c. Schedule follow-on discussions for go-live, implementation, and training with Exchange and DWSS

2. **Gate Reviews**
   a. Continue preparing for next gate in January
   b. Coordinate with Exchange on memorandums to CMS

Schedule

Overall Schedule Status **G**

Milestones	Due Date	% Comp	Status
1. DED: Implementation Plan Submitted	11/30/12	100%	G
2. DELIVERABLE: Implementation Plan Submitted	2/1/13	5%	Y
3. GATE REVIEW: January	1/31/13	0%	G

Risks/Issues

Overall Risk/Issue Status **G**

Risk/Issue	Due Date	Owner	Status
Issues			
1. None			
Risks			
1. Changes to Scope: Unknown guidance from CMS and/or legislative changes in the state may impact the project scope.	TBD	TBD	Y

Action Items

Item	Due Date	Owner	Status
1. None			

Items for Discussion

Item	Notes	Opened Date
1. Need to refine key concepts of training with the Exchange and DWSS	• Based on the 11/26/12 meeting with Exchange, there is a need to dive deeper into understanding the training needs for Navigators/Brokers and DWSS staff. This is needed to define the train-the-trainer program. • Navigators/Brokers need training on application, as well as policy, process, etc., but they also need to complete coursework from DOI. • DWSS staff may need Navigator/Broker training, but will also need other procedural training for DWSS processes, as well as how to do a hand-off to the service center. • Much of this is dependent on the business processes that are built out.	11/26/12

Attachment B – December Calendar of Events

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	**26**	**27**	**28**	**29**	**30**	**1**
	1:00 PM **High-Level Implementation Concepts Discussion**	8:30 AM **Requirements and Configuration (RAC) Session | Release A Wrap-Up | Session 1**		10:00 AM **Requirements and Configuration Session (RACS) | Single Streamlined Application**	8:30 AM **Semi-Monthly Steering Committee (Progress Meeting)**	
2	**3**	**4**	**5**	**6**	**7**	**8**
					8:30 AM **Walkthrough of DED: Implementation Plan**	
9	**10**	**11**	**12**	**13**	**14**	**15**
	11:00 AM **RAC Session | Single Streamlined Application Design**				8:30 AM **Semi-Monthly Steering Committee (Progress Meeting)**	
16	**17**	**18**	**19**	**20**	**21**	**22**
	Nevada Exchange Staff In Health Producers License Training					
23	**24**	**25**	**26**	**27**	**28**	**29**
		Xerox and Partner Staff Working from Home Offices - No Planned Travel				
		12:00 AM **Christmas Holiday**				
30	**31**	**1**	**2**	**3**	**4**	**5**
		12:00 AM **New Year's Day Holiday**				